

REQUIREMENTS FOR SITE PLAN REVIEW
(COMMERCIAL & INDUSTRIAL)

In order to insure that sufficient information is available to the Gladwin City Planning Commission and staff for Site Plan Review, the following checklist is provided.

PROPERTY IS ZONED _____ COMPATIBLE ZONING? _____

- ___ 1. Legal Description of Property.
(This may be the lots or lots by Block and Lot number or a metes and bounds description.)
- ___ 2. A fully dimensioned Site Plan of the development including:
 - ___ A. Property lines including:
 - 1. Setbacks of all buildings from front, rear and side lot lines.
 - 2. Setbacks of all buildings from road right-of-way.
 - 3. Zoning designations of adjoining parcels.
 - ___ B. Existing and proposed buildings and uses including building heights; sidewall and peak heights for any new or reconstructed structures.
 - ___ C. Parking Areas *** Parking areas **MUST** be hard surfaced (concrete or asphalt).
 - 1. Number of spaces required _____
Number provided _____
 - 2. Number of handicap spaces required _____
Number provided _____
 - ___ D. Drives, Curb Cuts, and Walkways / Sidewalks.***Residential drives must be paved as well; if sidewalks not currently existing, must be installed at time of development. (Commercial properties & New Subdivisions.)
 - 1. Locations
 - 2. Materials
 - ___ E. Fences / Walls & Landscaping
 - 1. Fences / Walls: Describe type, height, locations and materials.
 - 2. Berms and Plantings: Describe all vegetation, trees & other plantings by type and size, locate all on plans.
 - ___ F. Describe method of trash disposal; if dumpster utilized, locate and describe screening (required). Concrete pad is also required.
 - ___ G. Note any open space required.
 - ___ H. Note, locate and describe any recreational facilities if required.
 - ___ I. Exterior Lighting:
 - 1. Location (on building and / pole)
 - 2. Type, lumens, direction

_____ J. Signs:

1. Location
2. Size including area and height
3. Copy / Materials

_____ K. Show location and size of existing and proposed public & private utilities, including fire hydrants.

_____ L. Show surface water drainage.

- _____ 3. When required, provide a statement of the areas set aside for different elements of the development not indicated elsewhere; include any square footages.
- _____ 4. Any modifications required to the ordinance which are being requested and the reason for the request.
- _____ 5. Downtown Development Authority façade review.

Any other items, as determined by the City staff or Planning Commission, to be necessary for comprehensive review.